



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Environmental Health Programs Administrative Assistant	
<b>Department:</b> Health	<b>Position Fund Account No.:</b>
<b>Division:</b>	<b>Job Category:</b> COMOT
<b>Work Schedule:</b> 8:30 a.m. – 4:00 p.m., M-F	<b>Job Grade:</b>
<b>Reports to:</b>	<b>Status:</b> Full-time
<b>FLSA Status:</b> Non-exempt (OT eligible)	<b>Effective Date:</b> November 2023 <b>Re-evaluation Date:</b>

**To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.**

Incumbent serves as Administrative Assistant for the Environmental Health Division of the Delaware County Health Department, responsible for providing administrative support to department personnel.

### **DUTIES:**

Answers telephone and receives office visitors, responding to inquiries, providing information and assistance, and/or directing callers to appropriate individual or department.

Performs various administrative duties, including, but not limited to, maintaining accurate and organized records, data entry, invoicing, mailing documents and schematics, creating and maintaining office forms, compiling statistics, preparing and processing correspondence, reports, other documents as directed, and ordering supplies.

Serves as secretary for various boards, including notifying board members of upcoming meetings, preparing board room, making copies of necessary paperwork, and updating sign-in sheet. Attends and takes minutes for board meetings and distributes minutes to board members as appropriate.

Compiles attendance forms for Division personnel and submits as appropriate. Makes necessary travel arrangements, completes expense reports, computes mileage for Division staff and submits required paperwork.

Compiles information from various sources and completes and submits a variety of reports as required.

Processes permits and event registrations, including payments.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or HSE. Associate's degree or higher education preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test and background check.

Working knowledge of programs and general operations of Environmental Health Division and ability to provide administrative support to Division personnel.

Knowledge of standard policies and practices of Delaware County Health Department, with ability to apply appropriate procedures accordingly.

Working knowledge of standard office procedures, basic computer skills including data processing/spreadsheet/email, as well as Department-specific software/applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents, correspondence, and written reports as required.

Ability to properly operate standard office equipment, including computer, calculator, telephone, copier, and fax machine.

Ability to effectively listen, comprehend, and communicate with co-workers, other County/City departments, personnel from other departments and agencies, private businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult persons.

Ability to work alone with minimum supervision with others in a team environment.

Ability to work on several tasks at a time, occasionally under time pressure or amidst distractions.

Ability to apply knowledge of people and locations.

Ability to count, compute, and perform arithmetic operations.

Ability to compile, classify, and analyze data.

Ability to file, post, and mail materials.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to occasionally work extended hours and respond to public health emergencies on a 24-hour basis.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Rarely, decisions are made in the absence of specific policies and/or guidance from supervisor. Work is primarily reviewed for attainment of objectives and compliance with Department policy. Errors in work are usually detected or prevented through prior instructions from supervisor. Undetected errors could result in loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other County departments, personnel from other departments and agencies, private businesses, and the public for purposes of exchanging information and rendering service and providing instruction.

Incumbent reports directly to Environmental Programs Director and Administrator.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying objects weighing under 25 pounds, bending, reaching, crouching/kneeling, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to irate/difficult persons.

Incumbent is required to occasionally work extended hours and respond to public health emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Environmental Programs Administrative Assistant for the Delaware County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to: Human Resources (Original)  
Supervisor